



VETSWORK AMERICORPS POSITION DESCRIPTION



POSITION TITLE: Maintenance Intern (Interdisciplinary)

PROJECT SPONSOR: Columbia River Gorge National Scenic Area (CRGNSA), U.S. Forest Service (USFS)

SERVICE DATES: February 3, 2020 to December 11, 2020

PROJECT LOCATION: 902 Wasco St, Ste 200 Hood River, OR 97031 (administrative office) 1700 Frontage Road, Cascade Locks, OR 97014 (work center).

POSITION SUMMARY: In partnership with the Mt. Adams Institute, the Columbia River Gorge National Scenic Area is seeking a maintenance intern to help plan and create new experiences, maintain current facilities and restore historic buildings. Unique among Forest Service units, the Scenic Area has roles in stewarding this land from on-the-ground work such as maintenance, firefighting, trail construction and maintenance to planning for the future and coordinating with dozens of partners and the public. The Maintenance intern, while mainly focused on infrastructure, also assists with all of the other shops from administration to fire to natural resources to trails and interpretation. Public contact is a daily occurrence and people skills are a must for all employees. Among the maintenance duties are water and waste water system operation, campground and picnic area restoration, administrative facility safety and maintenance...to name a few.

GENERAL RESPONSIBILITIES (TO INCLUDE, BUT NOT LIMITED TO):

1. Maintain facilities to USFS and CRGNSA standards.
2. Assist other resource areas in accomplishing their missions.
3. Provide timely feedback to supervisor regarding facility and safety needs.
4. Responsible for maintaining equipment in safe and operable condition.
5. Work closely with volunteer campground hosts and trails volunteers to coordinate maintenance projects.
6. Operate a wide variety of maintenance equipment including woodshop, gas-powered tools, painting, plumbing and electrical tools.
7. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
8. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
9. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
10. Wear an MAI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

POSITION REQUIREMENTS:

1. Must have a valid driver's license, clean driving record and ability to provide documentation.
2. Attend mandatory orientation in Corbett, OR (February 3-7) and Intern trainings (mid-term) in Trout Lake, WA (food and lodging provided).
3. Work effectively in a respectful team environment.
4. Attend trainings as required by USFS and NSA.
5. Work in a variety of weather conditions from wet and cold to hot.
6. Work in a variety of land conditions including steep, rocky, brushy with uneven footing.
7. Work safely following applicable regulations and supervisor direction.
8. Work well with team members on the unit and with the public and volunteers.
9. Provide timely input on needs, issues and solutions
10. Provide own clothing for day to day wear including long pants, long sleeved shirts, sweaters, coats, raincoats. Personal Protective Equipment is provided.
11. Meet other requirements of a federal employee (eg. background check)

1. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
2. 21 years of age at beginning of service term.
3. U.S. citizen, national or lawful permanent resident.
4. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving education award.
5. Ability to commit to the full 45-week term of service (10 ½ - months).
6. Selection, placement and retention are contingent upon passing the National Sex Offender Public Register and a national FBI fingerprint check. Position does have recurring access to vulnerable populations.
7. Members are eligible to serve up to four terms of service and receive AmeriCorps Education awards for each term of service up to the value of two full time education awards only. It is the responsibility of the applicant to inform MAI of any previous service in an AmeriCorps program, regardless of whether or not they completed the previous term(s) of service. MAI is not liable for providing an Education Award to a member if they are not eligible under the Corporation for National and Community Service AmeriCorps guidelines.

PREFERRED QUALIFICATIONS:

1. Woodworking experience.
2. Plumbing and/or water systems experience.
3. Strong teamwork skills.

MEMBER BENEFITS INCLUDE:

1. VetsWork is an apprenticeship program approved by the Department of Veterans Affairs (VA) and the Department of Labor. Members with G.I. Bill benefits may be able to dual enroll as an apprentice and access their Monthly Housing Allowance (MHA) of up to approximately \$2,400 per month. Actual benefits vary by individuals' qualified benefits.
2. \$15,750 living allowance paid over the 10 ½ -month term of service (\$350 weekly, before taxes).
3. \$6,095 education award (qualified student loans and/or education expenses)
4. Loan Forbearance
5. Health Care Insurance
6. Child Care Reimbursement
7. Professional development, trainings and networking opportunities.

TRANSPORTATION INFORMATION:

1. Project site is accessible by public transportation.
2. Agency/Organization vehicles will be available for some work-related travel.

EQUAL OPPORTUNITY:

People of color, people with disabilities, veterans and LGBTQ candidates are strongly encouraged to apply. MAI is committed to a diverse workplace and to supporting our staff with ongoing career development opportunities. MAI is an equal opportunity employer and does not discriminate in its employment decisions.

MAI provides reasonable accommodations to applicants and employees as required by law. Applicants with disabilities may request a reasonable accommodation at any point in the employment process.

APPLICATION INSTRUCTIONS:

Email the following 4 documents to katie@mtadamsinstitute.org:

- Resume (Include contact information ((email & phone)) for three professional references - military, civilian, or academic)
- Cover letter (One for each position applying to).
- Answers to the following:
 - What is your motivation for applying to VetsWork?
 - What are you hoping to get out of this experience?
- Copy of your DD 214 with an honorable discharge:
 - "General under honorable conditions" discharge are considered on a case-by-case basis

- Must be long form “Member 4 copy” (has 30 total boxes of information).

ADDITIONAL INFORMATION:

- Application are open until filled
- Interviews will occur as qualified applications are received.
- More information can be found at “[VetsWork Frequently Asked Questions](#)” and “[Is VetsWork Right for Me?](#)”
- Cover letter information can be found at <https://www.macslis.org/articles/cover-letters>

QUESTIONS? Contact: Katie Schmidt | Recruitment Coordinator
509-395-3465
katie@mtadamsinstitute.org
mtadamsinstitute.org